

SFTP Application Specifications

Mindshare HRDM TIII Program

7. Requestor Detail

- 7.1. Other Business Partner** Mindshare Inc.
- 7.1. Other Data Processing Partner** Eckerd
- 7.2. DHS Customer** Child Welfare Services
- 7.3. Data being transferred** KIDS historical data
- 7.4. Narrative**

1. Mindshare is a corporation that specializes in data analytics. During the course of its business, Mindshare has developed HRDM TIII, a program that has been successful in reducing the occurrence of serious injury or death in high risk dependency cases by analyzing historical data. Only Mindshare receives data from DHS-KIDS. Contact: Greg Povolny <gpovolny@mindshare-technology.com>
 2. Mindshare has developed a secure portal to receive information from DHS-KIDS. Maintenance of the reporting portal and the data processing will be done by Mindshare. The Oklahoma SACWIS team (KIDS) will be responsible for automatically extracting the data from KIDS and regularly sending the extract securely to MindShare for processing and display. This would be similar to how states work with other agencies and organizations such as Chapin Hall, Casey Family Programs, and even the Children's Bureau in sharing child welfare data for reporting.
 3. DHS has chosen Mindshare to implement HRDMTIII in the State of Oklahoma, and the mutually agreed upon MOU describes the responsibilities of Mindshare and DHS in connection with that implementation. Signed MOU available.
 4. Eckerd Rapid Safety Feedback'M means a program developed by Eckerd that utilizes predictive analytics to help identify child welfare cases of the highest probability of a serious injury or death and identifying critical case practices, that when performed by the Agency to applicable standards, will greatly assist in keeping the child safe.
 5. WORK PLAN - Effective date: 5/1/15 - Division: Child Welfare Services & Mindshare Technology, 3837 Northdale Boulevard, Suite 329, Tampa, FL 33624
Marvin Smith, DHS- CWS-KIDS, has been appointed as program monitor for the above stated contract and assumes responsibility for actual monitoring of all programmatic aspects of the contract including the periodic and ongoing review of reports or other valid indications of performance. The program monitor also assumes oversight responsibility for fiscal monitoring of said contract.
Contract is a memorandum of understanding and will be monitored through review of requests for data.
 6. Key Business Requirements and Deliverables. Datasets for current and past investigations covering demographics, findings, unit assignment, case notes, background data, services provided or referred, prior termination of parental rights, and dependency services. This data will be sent electronically on a daily basis through a secure portal. This will not encompass the entire SACWIS system, just data pertinent for the predictive analytics software. A MOU will be in place to cover all security measures. Data submitted will be marked with ADXL and information will be gathered from what we provide to add value to our existing SACWIS data allowing cases to be analyzed so risk and safety areas can be found. All data that is not relevant is destroyed. This includes the markup data, metadata, and case data that are irrelevant to the process.
 - 7.A. Definitions:
 - a. Agency means the Oklahoma Department of Human Services.
 - b. Confidential Information means information each party may come into contact with concerning the other party, including without limitation client records and other proprietary information which must remain confidential pursuant to the terms of this MOU.
 - c. HRDM'' means a program developed by Mindshare that utilizes analytics to help identify child welfare cases of the highest probability of a serious injury or death.
 - d. SACWIS means the jurisdiction's statewide automated child welfare information system.
 - e. Portal means a website and related technology that is designed to read SACWIS information, performs automated analysis, and generates reports can be used to implement and support Eckerd Rapid Safety Feedback. IfM.
- Proposed Data Layout of the File that will Sent:
- MINDSHARE DCN/RID (9 Digits or Blank, if one is not on file)
- Data From Date (YYYYMMDD)

~~— SSN (9 Digits or Blank)~~
~~— DOB (YYYYMMDD or Blank)~~
~~— First Name (a25)~~
~~— Last Name (a25)~~
~~— KIDS DCN (9 Digits or Blank, if one is not on file or if it is the same as the MINDSHARE DCN)~~
~~— KIDS Client Id (8 Digits)~~

~~Requesting File Information Protocol: This file will be a fixed field length and fixed length file. No naming conventions are currently being used; therefore, "Mindshare.txt" will be used for the file sent to MINDSHARE from OKDHS.~~

~~Returning File Information Protocol: What OKDHS will receive in turn is a text file with the matching KIDS Client ID as the First Field followed by the Fields in the attached spreadsheet. The spreadsheet will be saved as a pipe delimited file.~~

~~This file will then be used as input for the OKDHS program to load the data into KIDS. The file MINDSHARE will provide will be a pipe delimited file. OKDHS will not need anything back if there are no matching records. No naming conventions are currently being used; therefore "kids.txt" will be used for the file that OKDHS will retrieve from MINDSHARE.~~

The file sent to Mindshare will be a compressed zip file name msdata.zip. The file will contain the following text files that are in .csv format:

- a. referrals.csv
- b. allegations.csv
- c. victims.csv
- d. perpetrators.csv
- e. vctm_livearr.csv
- f. perp_marital.csv
- g. vctm_perp_relationship.csv
- h. child_death.csv
- i. child_death_perp.csv
- j. removals.csv
- k. services.csv
- l. mother_demographics.csv

No data will be retrieved from Mindshare

7.5. File Processing Type (Job or Report) <The WebFOCUS program mindshare.fex will collect the data from the KIDS database and build the above mentioned .csv files. This program will be scheduled nightly, Sunday-Saturday using ReportCaster. Once the files are built and zipped, the zip file will be sent to ?????? and then sent to Mindshare>

7.6. Job Documentation

7.6.1. Production/Test Job processing the dataset

Production: msdata.zip

Test: mstest.zip

7.6.2. Production/Test Source/Target

Production: The source for this extract will be the KIDS database

Test: The source will be the WebFOCUS Clone of the KIDS Database

7.6.3. Dataset Description

Production: Numerous CPS files in .csv format, compressed into a zip file

Dataset name: msdata.zip

Rec Length: N/A, the file is a compressed zip file

Test: Numerous CPS files in .csv format, compressed into a zip file

Dataset name: mstest.zip

Rec Length: N/A, the file is a compressed zip file

7.6.4. Estimated File Size (max) <TBD> The initial sample file was 32MB zipped. This was data for 5/1/2012 through 5/31/2015. This will be

slightly modified and sent one more time. On an ongoing basis, data will be sent from 6/1/2015 through the run date. As such, it will continue to grow day by day. Based on the size of the initial sample, I would say the max file size over the next 3 years will be 40MB.

7.6.5. DSD role (client or server) <client>

7.6.6. Direction of Data (client is doing a push or pull) <This is only a push, we will be sending data, not retrieving>

7.6.7. Production/Test Tivoli Workload Scheduler (TWS) Event-trigger Tracking (ETT) Dataset
<N/A, this job will be scheduled in WebFOCUS Report Caster>

7.6.8. Production/Training/Test DSD Simple Mail Transfer Protocol (SMTP) email groups
<N/A>

7.6.9. Email notification requirements. <TBD> Should the transfer to mindshare not work, an appropriate group of people will need to be notified.

7.6.10. File Retention policy. <Since this is a cumulative file, file retention is not necessary.>

7.6.11. File Control Information. < N/A >

8. Business Partner Environment

7.7. Narrative < ? > You'll have to get this from Mindshare

7.8. Was Business Partner's firewall configured to allow ping through?
<?> You'll have to get this from Mindshare

7.9. Detail

Document Host, Path, File, File Content (ASCII LF, ASCII CRLF, or EBCDIC), and Logonids used for transfer. <IP Address: ? > You'll have to get this from Mindshare

In the production environment if we send data to the business partner we would like to have an agreement as to file names that can be used for validation testing. This is a file name which the business partner recognizes as not being a production file and that will not cause an exception condition in their business processing procedures. <see above file names>